



Compassionate Leave Policy and Procedure

Introduction

West Oxfordshire District Council (WODC) prides itself on being an employer of choice. With an incredibly varied role in delivering the very best for our residents, communities and businesses, our employees are committed and really make a difference. In return we seek to support and empower our employees, to give their best.

At WODC, we provide compassionate leave to help employees to come to terms with the death of a loved one, a serious illness or injury involving a loved one, or serious personal relationship problems.

We also have separate policies to cover parental bereavement leave, supporting employees experiencing pregnancy loss and the statutory right to take time off for dependants, where you may have an emergency situation to deal with. This policy does not affect employees' statutory right to take time off for dependants or parental bereavement leave. Unless there is an overlap with this clause, any time off granted as compassionate leave is in addition to the time off available under the statutory right.

Definitions

Immediate family member: In this policy, immediate family is defined as the employee's spouse, civil partner, partner, parent, child, sibling, grandparent or grandchild.

Dependant: In this policy, dependant is defined as the employee's spouse, civil partner, child or parent, and any person who lives at the same house as the employee (other than as a lodger, tenant, boarder or employee) or who would reasonably rely on the employee for assistance or arrangements for care in the event of illness or injury.

Bereavement

In the event of the death of an immediate family member (other than a child where the employee is eligible for parental bereavement leave), the employee will be granted sufficient time to attend the funeral which would normally be 1-day or 1/2 day. An additional 3 day's leave will be given if you are responsible for arranging the funeral or to deal with post funeral arrangements. Each case will be viewed sympathetically, and the amount of leave granted will depend on the individual's circumstances. The line manager will take into account matters such as the employee's relationship with the deceased, domestic responsibilities and travel requirements.

In the case of the death of another close relative, for example an aunt, uncle, cousin or parent-in-law, or a close friend, the employee may be granted leave to attend the funeral.

The employee should inform their line manager of the need to take compassionate leave as soon as reasonably practicable or, at the latest, on the first day on which they are absent.

If the employee wishes to take further leave, they should request annual leave in the usual way

Other Circumstances where Compassionate Leave is Available

Compassionate leave is available to take care of a dependant or to come to terms with a critical illness or injury of an immediate family member or serious personal relationship problems.

Employees in these circumstances may be granted up to 3 day's paid compassionate leave as a one-off period. Each case will be viewed sympathetically, and the amount of leave granted will depend on the employee's circumstances. The line manager will take into account factors such as the nature of the incident and, if applicable, the closeness of the relationship.

The employee should inform their line manager of the need to take compassionate leave as soon as reasonably practicable or, at the latest, on the first day that they are absent.

If the employee wishes to take further leave, they should request annual leave in the usual way.

Version Control:	
Document Name:	Compassionate Leave Policy and Procedure
Version:	1.0
Responsible Officer:	
Approved by:	
Date First Approved:	
Next Review Date	
Retention Period:	